

Advanced Secretarial Management, Governance and
Compliance

Malaga (Spain)

20 - 24 January 2025

UK Traininig

PARTNER



Advanced Secretarial Management, Governance and Compliance

Code: CT28 From: 20 - 24 January 2025 City: Malaga (Spain) Fees: 5100 Pound

Introduction

The corporate secretary role is changing as corporate governance standards and rules become ever more demanding and rigorous. Corporate secretaries have evolved from mere functionaries who handle compliance and administrative tasks to assuming a strategic and deliberative positions within the organization. The modern corporate secretary is expected to provide professional guidance to boards, directors, and management on key decisions relating to the organization's corporate governance standards and practices.

Objectives

- Gain the emotional intelligence, skills, and experience to implement corporate governance practices and ensure their effectiveness.
- Understand the role of Governance Professionals & compliance function.
- Understand the powers, rights, duties, and obligations of all entities.
- Understand the business environment in which the organization operates.
- Learn to advise the Board on its roles and responsibilities.

course Outlines

Day 1

Interpersonal and Communication Skills

- Leadership, Networking, Teamwork.
- Five tips to improve interpersonal skills.
- Communication in Business.
- Types of Communication.
- Ways to communicate effectively in the workplace.

Day 2

Interpersonal and Communication Skills

- Active Listening.
- How to be an active listener.
- Barriers to Listening.
- The 9 Principles of Quality Customer Service.
- Body Language in Business.
- 10 Powerful Body Language Tips.

Day 3



Corporate Governance

- How to apply the corporate governance fundamentals in the public sector.
- Establishing and maintaining a strategically effective framework.
- How to identify business risk with a potential impact on corporate governance.
- The role of the board and those with whom they interact.
- Management of internal and external relationships.

Day 4

Functions and Company Policies

- Introduction and Amendment to Corporate policy structure.
- Basics of selection and remuneration.
- Analyzing the company's CG system.
- Disclosure and transparency of policies.

Day 5

Fundamentals of Compliance

- Introduction to compliance.
- Definition of compliance.
- Importance of compliance.
- Case study on compliance.
- Industrial examples of compliance.



Blackbird Training Cities

Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Anney (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)
(Netherlands)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)



Blackbird Training Cities

USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

Africa



Baku (Azerbaijan)
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Pulau Ujong (Singapore)



Jakarta (Indonesia)



Amman (Jordan)



Beirut (Lebanon)



Blackbird Training Cities

Asia



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



Blackbird Training Clients



UK Training
PARTNER



Blackbird Training Categories

Management & Admin

Professional Skills
Finance, Accounting, Budgeting
Media & Public Relations
Project Management
Human Resources
Audit & Quality Assurance
Marketing, Sales, Customer Service
Secretary & Admin
Supply Chain & Logistics
Management & Leadership
Agile and Elevation

Technical Courses

Hospital Management
Public Sector
Special Workshops
Oil & Gas Engineering
Telecom Engineering
IT & IT Engineering
Health & Safety
Law and Contract Management
Customs & Safety
Aviation
C-Suite Training



BLACKBIRD
FOR TRAINING



International House 185 Tower Bridge
Road London SE1 2UF United Kingdom



+44 7401 1773 35
+44 7480 775526



Sales@blackbird-training.com



www.blackbird-training.com

UK Training

PARTNER

